



# Town of Abington

500 GLINIEWICZ WAY  
ABINGTON, MA 02351

## Board of Selectmen Meeting

September 8, 2014

6:30 p.m.

Cotter Room

Members present: Ken Coyle, Andy Burbine, Mike Franey, Tom Dion, Maureen Jansen

### Public Announcements:

Nancy Reid and Jan Prall provided a review of the Summer Concerts held this Summer.

Hazardous Waste Day will be held in Whitman on September 13, 2014

The Coombs Road Race is September 14, 2014

There will be a Canoe Relay Race at Island Grove on October 5, 2014

On September 21, 2014 at 2:00 p.m. will be the Rail Trail dedication

### Public Appointments:

6:30 p.m. – Badge pinning for newly promoted Captain Brian Fogg

John Nuttall, Fire Chief, provided an update on the ladder truck and reviewed the FEMA SAFER Grant award that the Department received.

6:40 p.m. – Joan Fink, application for Entertainment License for Stronghold Airsoft

Ms. Fink updated the Board on the Zombie events they are requesting – the Boston Zombie Apocalypse

M/Franey to approve under the conditions of the Police Chief, Fire Chief, and Building Inspector S/Jansen

Voted 5-0

### Action/Discussion items:

1. Designation of member of the Board of Selectmen to participate in discussions regarding the Fire Truck Purchase

M/Dion to designate Selectman Franey

S/Burbine

Voted 5-0

2. Vote the maximum useful life of the Fire Department ladder truck be financed with the proceeds of Article 26 of the June 9, 2014 Annual Town Meeting to be 20 years (attached)

M/Franey the language above

S/Burbine

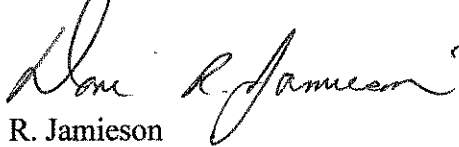
Voted 5-0

3. Discussion on Town Manager Goals and Objectives (attached)  
M/Burbine to adopt the goals and objectives  
S/Jansen  
Voted 5-0
4. Approval of the language of the Warrant for the September 27, 2014 Special Town Meeting subject to final revisions by the MSBA  
M/Burbine to approve the language  
S/Jansen  
Voted 5-0  
M/Dion to endorse and support Abington's proposed school building project, and to support the Town's application for approximately \$48 million in State school construction grant funding to help invest in the future of Abington.  
S/Jansen  
Selectman Burbine is opposed to taking the vote at this time as this item is not on the agenda, thus deviating from the policy in place.  
Voted 5-0
5. Approval of July 15, 2014 open session minutes—  
M/Burbine to approve  
S/Dion  
Selectman Franey abstains  
Voted 4-0-1  
Approval of July 24, 2014 open session minutes –  
M/Dion to approve  
S/Burbine  
Selectman Franey abstains  
Voted 4-0-1  
Approval of August 4, 2014 open session minutes  
M/Jansen to approve  
S/Franey  
Voted 5-0  
Approval of August 4, 2014 executive session minutes  
M/Dion to approve  
S/Jansen  
Voted 5-0  
Approval of August 25 open session minutes  
M/Burbine to approve  
S/Jansen  
Selectman Dion abstains  
Voted 4-0-1

6. Appointment to the Griffin's Dairy Committee – Joe LaPointe, Lurane Ryerson, Jim Dombrowski. – The Griffin's Dairy Committee has not voted a recommendation  
M/Coyle to appoint Lurane Ryerson to the Griffin's Dairy Committee  
S/Dion  
M/Franey to appoint Joe Lapointe to the committee as he is an abutter  
No second  
Voted 5-0 to appoint Lurane Ryerson
7. Approval of Greenwave Boosters Door to Door Drive on Sunday, September 28, 2014  
M/Franey to approve  
S/Dion  
Voted 5-0
8. Town Manager Report – (attached)
9. Public comment – none

M/Dion to adjourn  
S/Franey  
Voted 5-0  
Meeting adjourned: 8:30 p.m.

Respectfully submitted,



Dori R. Jamieson  
Assistant Town Manager

### VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Abington, Massachusetts, certify that at a meeting of the board held September 8, 2014 of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the fire department ladder truck to be financed with the proceeds of the \$1,200,000 borrowing (Article 26) authorized by a vote of the Town passed June 9, 2014 is hereby determined pursuant to G.L. c.44, §7(9) to be 20 years:

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: 9.8.14, 2014

  
Clerk of the Board of Selectmen

Action Item # 2

MOTION: That the maximum useful life of the Fire Department ladder truck to be financed with the proceeds of the \$1,200,000 borrowing Article #26 authorized by a vote of the Town passed June 9, 2014 is hereby determined pursuant to G.L. c. 44, s 7(9) to be 20 years.

## FY 2014 Goals Objectives Update

	GOAL/OBJECTIVE/TASK	STATUS TO DATE
1	Solidify the relationship between the Highway Department and Park and Recreation Department with the intent of formalizing a Dept. of Public Works.	DPW Legislation submitted to Legislature. No opposition from Sewer Commission, Park and Rec. etc.
2	Facilitate plan for use/reuse of Griffins Dairy Property.	1. Secured funding and performed mowing; 2. Secured funding and drafted RFP for removal of buildings; RFP will be out this month.
3	Facilitate the Island Grove Memorial Arch and Legacy Memorial Projects.	1. After 2 bid processes Masonry is under way and should be concluded in September with Bronze Restoration scheduled for early October; 2. Grants obtained through state and donation from Tricentennial group have been secured to fund original project deficit.
4	Complete Labor Agreements with Clerical, Library, Highway/Sewer, and Manager Units.	1. All contracts have been finalized except Managers Unit; 2. Highway/Sewer incorporated document for signature is being completed; 3. Police MOA (not even on the list) approve by Board and master contract document is being updated.
5	Pursue updates and improvements to website.	1. Wayne currently overseeing re-design of the site with Virtual Town Hall.
6	Provide input with regard to Charter and By-Law updates including: town meeting dates, quorum requirements, length of term for Town Manager.	1. Have provided written and verbal input to the Charter Review Committee; 2. Drafted recently approved DPW Act; 3. Have attended several meetings of the Committee and acting as a conduit to departments, boards, and committees.
7	Seek to update the town's personnel by-law and personnel regulations, etc.	1. Engaged 3rd party Human Resources Audit to evaluate overall system strengths and deficiencies; 2. Will be engaging Asst. TM as primary Human Resources "director" in pursuing organizational and policy updates; 3. Obtained funding for creating a Wage & Classification Plan; 4. Will be drafting updated by-law based upon input from audit and reality of so few individuals under current by-law; Working on updating position descriptions.
8	Business assistance: permitting and new business guide; beautification of town business properties (perhaps including education, zoning updates, sign by-law updates, and a business association).	1. Successfully applied for Peer to Peer grant for planning consultation help and draft recommendations in place; 2. Under direction of TM moving forward with recommendations will be another key role of the Asst. TM position; 3. Business guide draft due from OCPC in September.
9	Create prioritized road infrastructure plan.	1. Highway Supt. turnover and organizational change has delayed this goal.
10	Review revenue enhancement opportunities.	1. While there is no easy solution to revenue I have updated my 5 year forecasting "tool" with some assistance from Town Accountant. This is based on model I have used in the past; 2. This is helpful in determining what real opportunities exist with current and possible expanded fee structures rather than focusing on areas that don't really produce much benefit.
11	Create long range capital improvement plan.	1. Updated prior form/process last fall; 2. Created prioritized list that was helpful for town meeting as well as bond rating upgrade; 3. This is will be an on-going annual effort is to institutionalize this process.
12	Seek to develop a fiscally sustainable staffing structure.	See # 10 Above.
13	Deal with existing structural budget gap including historically inadequate snow and ice budget.	1. Staff reductions were avoided in FY 15 but due to limited additional state aid no significant improvements in funding of snow/ice or the Reserve Fund were realized.
14	Review existing Board of Selectmen's Policies to ensure implementation; provide recommendations for adoption of fiscal policies including internal control and investment policies.	1. Review current police book thoroughly as well as recommended policies; 2. Meet with Finance group to determine appropriate Board policies; 3. Pieces of draft policies being reviewed by appropriate FOG members for feedback.
15	Enhance communication with Board and Committees through annual meetings, etc.	1. Ongoing -
16	Other Misc. Tasks: Landfill Capping project; School Construction project.	1. Landfill project ongoing - Waitin for DEP to respond to goal of "no action" on site unless/until the town may seek a secondary post closure use; 2. The Board is already updated on School Building project status.



# Town of Abington

500 GLINIEWICZ WAY  
ABINGTON, MA 02351

To: Board of Selectmen  
From: Town Manager  
Date: September 5, 2014  
Subj: FY 2015 Goals/Objectives

A majority of the Board has been able to take some time to meet with me to review the progress of FY 2014 Goals as well as discuss possible goals for the upcoming year. Keep in mind that most of the goals set in FY 14 are on-going and will certainly remain on our list. I have attached a spreadsheet with the existing goals along with a status update. If any individual member does not see items below that we may have discussed be aware that this may already be an existing goal listed on the spreadsheet. In addition the following are some common themes that Board members raised that I put forth for your discussion to determine if you wish to adopt these as Board goals and objectives. Some are clearly already in progress.

## **ORGANIZATIONAL**

1. Complete transition to Regional Veteran's District;
  - a. Complete staffing requirements and solidify hours of operation and availability to public in Abington and Whitman;
2. Complete transition to a Department of Public works;
  - a. Monitor and facilitate when necessary efforts to complete approval of special legislation;
  - b. When the time comes organize appropriate effort to recruit DPW Superintendent;
  - c. Integrate the work forces while maintaining the integrity of the Sewer Enterprise and dealing with labor issues involved with possible changes in working conditions;
  - d. Identify clearly the roles of the Park & Recreation Commissioners under the new DPW.

## **FINANCIAL**

1. Adhere to the time table requirements of the Charter;
2. Provide opportunity for Board of Selectmen to participate more in the budgeting review process;
3. Work with the Finance Committee to ensure that their needs are met as it pertains to budget detail and time-lines, early communication of budget parameters;
4. Facilitate the effort to select Fire Ladder vehicle and educate the Board/FinCom on financing options and impact.

## **GENERAL (some extension of ongoing goals from FY 2014)**

1. Focus on updating Board of Selectmen Policies – including Alcohol policy for town property;
2. Facilitate broader use of website by departments, committees and boards for posting minutes, financial disclosure documents, etc.
3. Focus attention on possible improvements to Shaw/Washington/Adams Street Intersection.



# Town of Abington

500 GLINIEWICZ WAY  
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TO: BOARD OF SELECTMEN  
FROM: TOWN MANAGER  
DATE: September 4, 2014  
SUBJ: GENERAL UPDATE

***The following is meant to be a general update of activities of the Town Manager and staff. Should any member desire more information regarding any particular matter please contact me personally.***

1. Special Town Meeting – In light of the approval of the Reserve Fund Transfer request by the Finance Committee I have gone forward and secured the services of the vendor with the lower of the cost proposals to provide the necessary audio/visual services necessary to accommodate a possible overflow crowd. A minor piece of this transfer is also for rental of a voter registration tent outside the school and the rental (including delivery and pick up) of additional folding chairs.
2. MSBA Meeting – On Tuesday morning I attended a meeting with MSBA officials in Boston regarding the town's pending application. This meeting included the School Supt. and Asst. Supt as well as the architect and owners project manager and was intended to ensure that our application is on track for approval for the Sept. 24 MSBA meeting . The feedback we received from the legal and architectural staff was excellent. There were a few clarifications that they were seeking but otherwise they expressed great confidence in the management of the project to date. So, it would appear that there are not obstacles to approval on Sept. 24.
3. Veteran's Services – As you know James Crosby started last week as the Abington-Whitman Veteran's District Director. He has had the opportunity to attend a meeting of his peers in the region and has his training with the state Department of Veterans Affairs scheduled. Next week we will be meeting to discuss the recruiting of the part time Veteran's Services Officer. Lorrie Barry will continue to assist for the next couple of weeks until James has the necessary training and clearances.
4. Memorial Arch – Most people have viewed the scaffolding around the Arch in the past two weeks. It is anticipated that the masonry restoration will be done in 2-3 weeks although there is a degree of cooperation necessary from the weather. Should this happen the bronze work (also weather dependent) can be done in the beginning of October. If the weather does not cooperate it is possible that the bronze work will need to be pushed into the early spring.
5. DPW Legislation – I have contacted the the offices of Sen. Keenen and Rep. Diel for an update on the charter change legislation approved by town meeting. I will pass along information as I receive it.
6. Personnel – We have begun the process of updating position descriptions for management union and non-union positions. This will take some time but we have collected up to date examples of most positions from other communities and will be tailoring these for use in Abington. While it is not absolutely necessary to update these prior to engaging the services of a consultant to perform regional wage and classification survey/plan, I have been instructed that the funds spent on the consultant will be more productive. Also, in the reasonably near future I will be providing the Board with a draft Personnel By-Law update that reflects the advice contained in our human resources audit as well as the fact that there are hardly any employees covered by the personnel by-law.



7. Rail Trail Dedication – A reminder that this event has been moved to Sept 21.
8. Peer Consulting – We had follow up meeting with local business owners on Thursday to discuss the report of our “Peer Consultant” Mr. Jack Hunter (Carver’s Director of Land Use Planning). I will see that all of you have a hard copy of that report. This is intended as a launching point in the effort to make the town’s business and commercial areas more attractive – which I am more convinced can’t be done without an engaged business community. We left the meeting with the intent of my office facilitating a meeting later in the fall (business “roundtable” or “council”) to get more input and ideas for dealing with parking, traffic, signage, etc. in the center areas. I think all of us involved were pleased by the advice and insight of those business owners who have participated to date.